



## **Statement of Qualifications**

Interested applicants must submit a "Statement of Qualifications" (SOQ) along with a completed Standard State Application (Form 678).

The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing.

The SOQ must specifically address, in numerical order, the desirable qualifications listed below. The SOQ must not exceed three pages, single-sided, single-spaced and must be no less than Arial 11 point font. Failure to follow this format and the application Instructions will result in disqualification.

Resumes do not take the place of the Statement of Qualifications.

1. Possess in depth understanding of the state and federal legislative process.
2. Demonstrated experience writing policies, procedures, legislation, regulations, issue papers, and reports.
3. Demonstrated knowledge of the principles and practices of strategic planning and management.
4. Demonstrated knowledge of the principles and practices for effective external and internal communications.
5. Possess the ability to work independently and take initiative to improve/create processes and systems.
6. Possess skill in program management in a team environment.